MINUTES
For
RDU STaRS User Group Meeting #10
May 17, 2007 9:00 a.m.

- **Comments/Corrections from Meeting #9**

  There were no comments or corrections to the User Group Meeting #9.

- **Display of PEF name in STaRS - Show on the "25" report? Or use PS Text in CJ20N?**

  Several suggestions were made as to how PEF names could be added in STaRS. The discussion centered on adding the names as PS text, adding as activity elements, adding information on the 3rd level WBS, utilizing work centers, and adding PEF tabs. Regardless of the method used, the desire is to have reporting capabilities.   The discussion moved to who needed the information and how detailed it would need to be. Of importance was whether or not it would need to be displayed on the ZPSR25 screen. It was decided that further investigation was needed to determine if or what information was needed by management before this issue could be resolved. It was also a topic that would need to be discussed by the NCDOT STaRS User Group.

  As a follow-up Ron Allen coordinated with Debbie Barbour to get feedback regarding what information she would need regarding PEF information. The response was that she would generally contact the appropriate DOT engineer. If necessary, the engineer will contact the PEF if assistance is needed. Initial thoughts were that it is not a necessity to have the PEF's name on the ZPSR25 screen. The Department would have to weigh the advantages versus the difficulties to add the information.

- **Review milestone list and make recommendation who "owns" them.**

  This subject was tabled. It is anticipated that the resolution of this issue will require several meetings and be fairly involved.

- **Update on Forecast Aging Report.**

  There were concerns that the CJ2B transaction had not been "fixed". The milestones are not the right color when the transaction is opened. Without the benefits of the Forecast Aging Report, there was no incentive to use the transaction. It was reported that the CJ2B transaction with the Forecast Aging capabilities was currently being tested in QAS and should be available soon.

- **Status of adding Activity and Milestone Confirmation Spreadsheets to the "System".**

  It is anticipated that the overall Activity and Milestone Confirmation Spreadsheet will be added to the main STaRS website. The standard networks will need to be updated to reflect the information provided for the Spreadsheets. It is expected that Program Development will have the responsibility of updating the networks.   The target date for completing the Confirmation Spreadsheet is mid-June. The Activity and Milestone Confirmation Spreadsheet information provided by Roadway Design is currently on the RDU STaRS User Group directory of the Roadway Design webpage.

- **Status of STaRS Barchart**

  The programs and utilities to produce a Barchart using STaRS transaction were nearly complete. A barchart that includes relocatees and parcel information can be produced. However, it will not include structure information due to the location of the information in the system. A blank field will be included on the barchart so that this information can be added manually.

- **Workcenter Assignments**

  There were discussions regarding how to determine the person associated with a workcenter in the STaRS system.   It was mentioned that the ZCNS47 transaction and the ZPSR26 transaction would identify the person associated with the workcenter for activities and activity elements. In addition, the workcenter assignment list would be added to RDU STaRS User Group directory of the Roadway Design webpage.

- **Continue Review of FAQ List**

  Greg handed out an updated copy of the FAQ list. However, not all of the comments provided by Jimmy Norris and Ron Allen had been incorporated into the FAQ list. The discussions involved getting further clarification for some of the comments. There were also discussions regarding how the FAQs could be improved. This included adding a glossary and an appendix for providing supplemental information. As a suggestion, a pared down version of the BPPs could be included in the appendix that provide instructions on how to use transactions instrumental to Roadway Design. After discussing the FAQs, it was requested that any additional comments be submitted to Greg within a two week period following the meeting. Those comments would be incorporated with the intent of reviewing the changes at the next User Group Meeting. The goal is to place the FAQs on the website following the next round of edits.

- **TIPS & TRICKS**

  Adding " /o " prior to a transaction name will open up a new session and go directly to that transaction.

- **Future Agenda Items**
  Agenda items can be added to the agenda file stored on the Share Drive.